

**HR OFFICER, ACCOUNTS OFFICER, PROJECT & ENGINEERING OFFICER,
HSE OFFICER**

No of Positions:

- A) HR OFFICER: 01
- B) ACCOUNTS OFFICER: 01
- C) PROJECT & ENGINEERING OFFICER:01
- D) HSE OFFICER:01

Preferred Skill Sets:

- A) HR Officer:** Assist the HR Manager in Statutory Compliances, Recruitment, handling complaints and disciplinary procedures, managing and maintaining employee records, Performance Management System, Payroll Management, Reviewing and drafting contracts and agreements.

Duties and Responsibilities

1. Assisting HR Manager in formulating and implementation of best HR practices, policies and initiatives aiming at employee welfare and retention.
2. Supervising complete recruitment life-cycle
3. Liaison with Govt. Authorities like Factory Inspector, Labour Commissioner , PF department ESI department etc.
4. Working in adherence to all statutory compliance related to Labour Laws
5. Assist HRM in Managing appraisal process across the levels and establishing framework for substantiating performance appraisal system linked to reward management.
6. Undertake employee engagement activities and policy driven process for various celebrations of employees and giving award to the best employees for their performances
7. Custodian of all files related to Court Cases.
8. Assist HR Manager to coordinate with company Legal Counsels related to the matters pending before court and provide necessary support for drafting and conducting the cases in courts.
9. In charge of transport administration of corporate vehicles
10. Coordination and planning of CSR Activities
11. Monitoring of RoU related activities and compensation.
12. Other General administration duties assigned by HR Manager.

Skills and Qualifications

1. Candidates shall be a holder of 2-years Full Time MBA/MSW/PGDM with specialization in Personnel Management/HRM/Labour Welfare/IR from Institution/ College/ University/ Deemed University duly recognized by UGC/AICTE with minimum 60% aggregate percentage (or equivalent CGPA & above).

2. Age of the candidate shall not be more than 30 years as on the date of advertisement of vacancy.
3. Candidates shall be a good team player and have the required passion to learn, drive and excel in his line of activities in the assigned jobs
4. Candidates shall have good communication skills in local language, Hindi or English.
5. Candidates shall be medically fit and employable for the job and shall go through a complete medical examination before employment

B) Accounts Officer : Assist the Finance Manger in accounts payable and receivable, in Tally and GST filings, TDS Returns and filings, in ITR filing, Preparation of bank reconciliation statements.

Duties and Responsibilities

1. Preparation of Bank Vouchers, Journal Vouchers in Tally Software and Bank reconciliation statemet.
2. Preparation of Work invoice and Checking and processing contractor's bills.
3. Preparation of statutory deduction details ie TDS, GST etc.
4. Monitoring of ROU compensation payments, CA bank accounts and reconciliation of individual land awards with bulk order.
5. Maintaining PO register with all relevant order copies.
6. Custodian of all Finance files and its controlling.
7. Updation of "all in one" file and issuance of cheques
8. Preparation of Cheque register, land compensation register, CA payment register and input credit register
9. Preparation of related party transaction details.
10. Preparation of GAIL/IOCL Adani/etc pipeline crossing payments.
11. Preparation of salary and tax deduction register.
12. Preparation of employee claim/imprest/medical files.
13. Preparation of financials- Balance Sheet and Profit and Loss Account.
14. Forward TDS details to consultant for filing quarterly returns.
15. Preparation of LPG transportation invoice in GST portal .
16. Collect PLT tickets from operation team, update PLT register maintained in excel format, scan all PLT tickets.
17. File GSTR 1, B in GST portal.
18. Prepare reconciliation of 2A, 2B with GST input tax register.
19. Prepare all required data for annual filing of GSTR 9.
20. Prepare all required data for income tax audit.
21. Update MSME details in software, take report time to time and release pending dues.
22. Prepare fixed assets register and calculate depreciation as per IT and Companies Act.
23. Prepare stores register and stock statement.
24. Involve in physical verification of stores and fixed assets.
25. Any other duties assigned by CFO

Skills and Qualifications

1. Candidates shall be a holder of B.Com with minimum 60% aggregate percentage (or equivalent CGPA & above) marks with CA inter pass or B.Com with minimum 60% aggregate percentage (or equivalent CGPA & above) marks with MBA Finance specialization with minimum 60% aggregate percentage (or equivalent CGPA & above) marks from Institution/ College/ University/ Deemed University duly recognized by UGC/AICTE (Full-time regular course).
2. Age of the candidate shall not be more than 30 years as on the date of advertisement of vacancy.
3. Candidates shall be a good team player and have the required passion to learn, drive and excel in his line of activities in the assigned jobs
4. Candidates shall have good communication skills in local language, Hindi or English.
5. Candidates shall be medically fit and employable for the job and shall go through a complete medical examination before employment

C) Project & Engineering Officer: Assist the Chief Project and Engineering Officer in Carrying out all tendering process of the company and custodian of all tendering documents.

Duties and Responsibilities

1. Assist the Chief Project and Engineering Officer in preparing and formulating all tender documents for floating tenders
2. Check all proposals as per format and technically verify the contents and estimate of the proposal
3. Liaison with various stations of KSPPL and Corporate office for status of proposals
4. Assist CPEO in floating open tenders in BPCL e-proc website, IOCL e-tender site and GEM portal
5. Assist CPEO in tendering procedures of limited tenders, single tenders etc.
6. Documentation of all tendering files and custodian of tender register
7. Making reports related to tendering
8. Assist the CPEO in formulation of tender policies
9. Assist the CPEO in finding out new opportunities that create additional revenue to the company
10. Coordination and planning of CSR Activities
11. Provide IT support to Corporate office
12. Custodian of the IMS files and streamline its management operations.
13. Any other duties assigned by CPEO

Skills and Qualifications

1. Candidates shall be a holder of B.Tech/BE degree from Institution/ College/ University/ Deemed University duly recognized by UGC/AICTE with minimum 60% aggregate percentage (or equivalent CGPA & above) (Full-time regular course).

2. Age of the candidate shall not be more than 30 years as on the date of advertisement of vacancy.
3. Candidates shall be a good team player and have the required passion to learn, drive and excel in his line of activities in the assigned jobs
4. Candidates shall have good communication skills in local language, Hindi or English.
5. Candidates shall be medically fit and employable for the job and shall go through a complete medical examination before employment

D) HSE OFFICER: Carrying out occupational safety and health activities, emergencies, civil and environment protection, to prevent accidents at work and occupational diseases, to protect against fires and to limit the loss of life and material damage in the event of emergencies, for maintaining and continuously improving the integrated management system for occupational health and safety, environment and quality.

Duties and Responsibilities

1. Coordinate and supervise workplace inspections.
2. Implement policies and procedures that ensure consistent service delivery that is safe and efficient.
3. Develop and train personnel; provide coaching, mentoring, and training through engagement and inclusion.
4. Collaborate with senior leadership to set organizational health & safety goals for the company.
5. Liaise with team members in order to create need assessments and gap analyses to identify opportunities for various types of safety-related programs.
6. Prepare regular safety reports using data from monitoring key performance indicators.
7. Conduct investigations of workplace accidents, injuries, and job safety concerns and make recommendations to correct any issues and apply preventative measures to correct existing conditions.
8. Ensure that federal and localized safety laws, regulations, codes, and rules are observed and that appropriate record keeping is maintained.
9. Maintain awareness of developments and advancements in the health & safety field.
10. Provide expertise and training to all employees on issues related to safety.
11. Liaison with statutory authorities related to HSE and its documentation.

Skills and Qualifications

1. Candidates shall be a holder of B.Tech/BE in Fire and Safety Engineering from Institution/ College/ University/ Deemed University duly recognized by UGC/AICTE with minimum 60% aggregate percentage (or equivalent CGPA & above). (Full-time regular course). Two year course on HSE will be an added advantage.
2. Age of the candidate shall not be more than 30 years as on the date of advertisement of vacancy.
3. Candidates shall be a good team player and have the required passion to learn, drive and excel in his line of activities in the assigned jobs

4. Candidates shall have good communication skills in local language, Hindi or English.
5. Candidates shall be medically fit and employable for the job and shall go through a complete medical examination before employment

Remuneration

CTC of Rs.5 Lakh per annum

General conditions

1. Only Indian Nationals needs to apply.
2. The placement will be on permanent basis with a probation period of one year.
3. Mere conformity to the job requirements will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason, to increase/decrease the number of posts depending on the requirement, raise the Standard of Specifications to restrict the number of candidates to be called for interview.
4. Age of the candidate shall not be more than 30 years as on the date of advertisement of vacancy.
5. The original documents/certificates/testimonials in proof of Age (Only SSLC/SSC Certificate will be admitted as proof of age), qualification, and experience, as mentioned/enclosed in the application shall be produced at the time of interview for verification. In case of failure to produce the original testimonials/certificates as mentioned in the application for verification while attending the interview, the candidate will not be allowed to appear for the interview.
6. Candidates shall be subjected to medical examination prior to their appointment.
7. No correspondence will be entertained with the candidates not selected for interview.
8. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
9. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
10. Management will not be responsible for delayed receipt/non-receipt of applications.
11. The decision of Management regarding selection will be final and binding

Selection Procedure

Eligible candidates shall undergo a written test followed by Group discussion and personal interview at Kochi, to complete the selection process. Instructions regarding interview will be intimated to the short-listed candidates individually.

How to apply

Complete CV/RESUME with recent photo attached along with a set of relevant copies of qualification certificates self-attested along with the proof of Age and Identity shall be sent in a sealed envelope, marking as “APPLICATION FOR THE POST OF OFFICER-HR/ACCOUNTS/PROJECT & ENGINEERING/HSE OFFICER” so as to reach the following address OR to email: selvam@ksppl.com on or before **10.08.2024**.

No communication otherwise, whatsoever, shall be entertained by the company. Indulgence of any such activity may lead to rejection of the candidature.

EXECUTIVE MANAGER-HR

KOCHI SALEM PIPELINE PRIVATE LIMITED

MALAYIL MAJESTY BUILDINGS, ROOM NO. 174 G,

2nd FLOOR, TRIPPUNITHURA, ERNAKULAM-682301, KERALA

Tel . 0484- 2784055, E mail. selvam@ksppl.com

STATEMENT OF DOCUMENTS ENCLOSED TO THE UPDATED RESUME/CV

ALL DOCUMENTS TO BE SELF ATTESTED

Sl. No	Documents Enclosed	Yes	No	NA
1)	Proof of Date of Birth (SSLC/ Matriculation Marks Card)			
2)	Degree /Master Degree Marks Card (Semester wise/ Year wise)			
3)	Degree /Master Degree Certificate			
4)	Other Qualifications if Any (Pl. Specify)			